



**City of Kingston
Administrative Policies Committee
Meeting Number 03-2023
Agenda**

**Thursday, October 5, 2023 at 6:00 p.m.
Hosted at City Hall in Council Chamber**

Please provide regrets to Christine O'Connor, Committee Clerk at 613-546-4291, extension 1219 or cloconnor@cityofkingston.ca

Committee Composition

Councillor Glenn, Chair
Councillor Amos
Councillor Boehme
Councillor Chaves
Councillor McLaren
Councillor Ridge

1. Public Meeting

The Administrative Policies Committee will host a public meeting at 6:00 p.m. on Thursday, October 5, 2023 to consider Tax Write Offs Pursuant to Sections 357 and 358 of the *Municipal Act, 2001*.

2. Meeting to Order

3. Approval of the Agenda

4. Confirmation of Minutes

- a) **That** the minutes of Administrative Policies Meeting Number 02-2023, held on Thursday, July 6, 2023, be approved.

5. Disclosure of Pecuniary Interest

6. Delegations

7. Briefings

8. Business

a) Rideaucrest Home Board of Management

That the Administrative Policies Committee resolve itself into the Board of Management for Rideaucrest Home.

i. Rideaucrest Home Report for June – September 2023

The Report of the Commissioner of Community Services (AP-23-015) is attached.

Schedule Pages 1 – 20

Recommendation:

This report is for information only.

That the Administrative Policies Committee rise from the Board of Management for Rideaucrest Home.

b) Tax Write Offs Pursuant to the Municipal Act, 2001 (2023-3)

The Report of the Chief Financial Officer & City Treasurer (AP-23-013) is attached.

Schedule Pages 21 – 27

Recommendation:

That the Administrative Policies Committee recommend as follows:

That Council authorize the City Treasurer to write-off uncollectible taxes in the amount of \$123,725.30 of which \$91,099.04 is the City's portion and the amount charged back to the school boards is \$32,626.26, for the properties listed in Exhibit A to Report Number AP-23-013.

c) Approval of Additional Administrative Monetary Penalties

The Report of the Commissioner of Growth & Development Services (AP-23-016) is attached.

Schedule Pages 28 – 67

Recommendation:

That the Administrative Policies Committee recommends to Council:

That By-Law Number 2020-69, “A By-Law to Establish a Process for Administrative Penalties”, as amended, be further amended, as per Exhibit A to Report Number AP-23-016; and

That By-Law Number 2021-10, “A By-Law to License and Regulate Short-term Rentals in the City of Kingston”, be amended as per Exhibit B to Report Number AP-23-016; and

That By-Law Number 2004-190, “A By-Law to Regulate the Use of City Streets”, be amended as per Exhibit C to Report Number AP-23-016; and

That By-Law Number 2005-100, “A By-Law for Prescribing Standards For The Maintenance And Occupancy Of Property Within The City of Kingston”, be amended as per Exhibit D to Report Number AP-23-016.

d) 2023 External Audit Plan

The Report of the Chief Financial Officer & City Treasurer (AP-23-012) is attached.

Schedule Pages 68 – 102

Recommendation:

This report is for information only.

9. Motions

10. Notices of Motion

11. Other Business

12. Correspondence

13. Date of Next Meeting

The next meeting of the Administrative Policies Committee is a Special Meeting scheduled for Thursday, November 9, 2023 at 6:00 p.m.

14. Adjournment